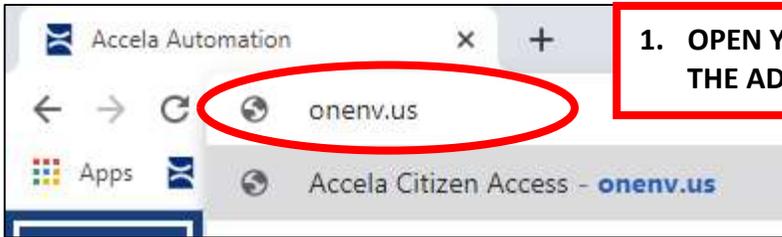


Online UST Decommissioning Permit Application Submittal Instructions



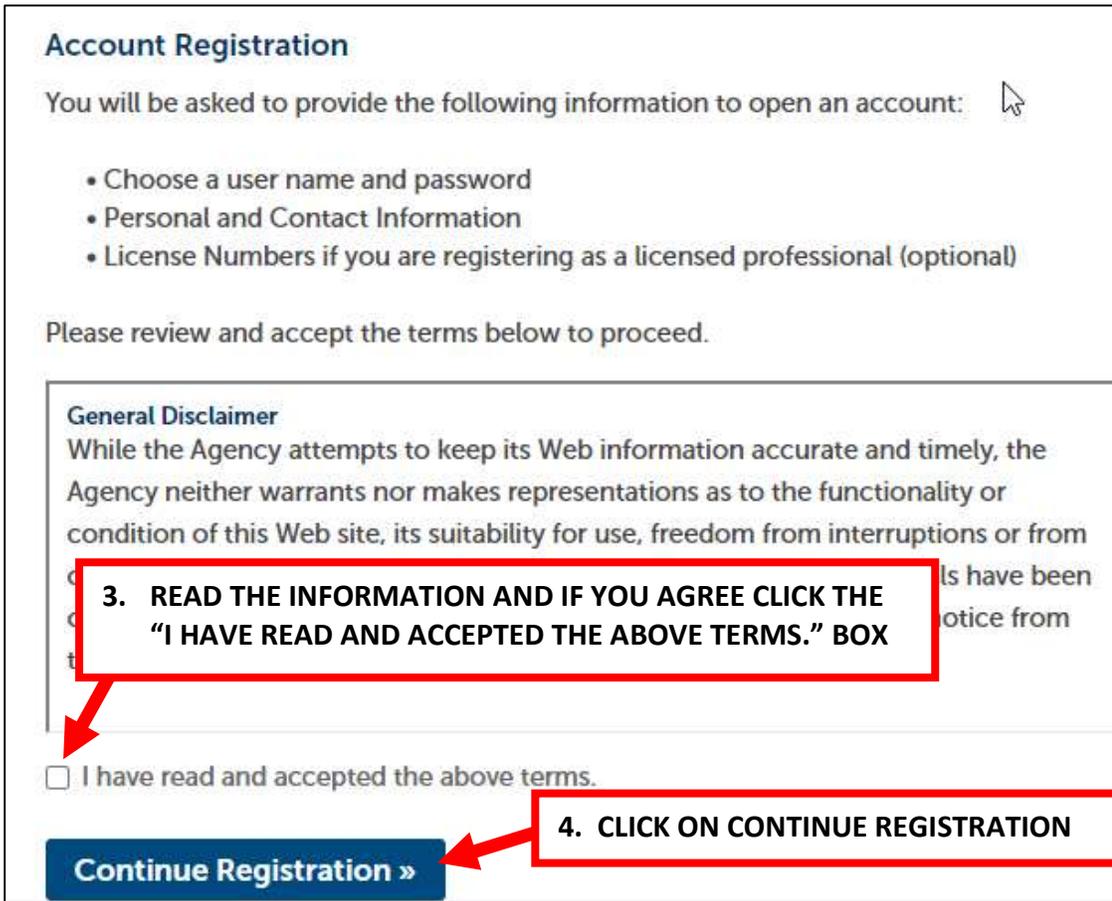
1. OPEN YOUR INTERNET BROWSER AND IN THE ADDRESS BAR TYPE ONENV.US

CREATE AN ACCELA CITIZEN ACCESS ACCOUNT

SKIP TO STEP 16 IF YOU ALREADY HAVE AN ACCOUNT



2. CLICK ON REGISTER FOR AN ACCOUNT



3. READ THE INFORMATION AND IF YOU AGREE CLICK THE "I HAVE READ AND ACCEPTED THE ABOVE TERMS." BOX

4. CLICK ON CONTINUE REGISTRATION

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

5. FILL OUT THE INFORMATION BELOW

Enter your User Name and Password. You must also enter a unique email address

* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:

* Enter Security Question: 

* Answer: 

Contact Information

Choose how to fill in your contact information.

Add New

6. CLICK ADD NEW

Continue Registration »

Select Contact Type ✕

* Type:

--Select--
 --Select--
 Individual
 Organization
 Continue Discard Changes

7. CLICK ON THE OPTION THAT FITS PER THE OWNERSHIP CATEGORIES TO THE RIGHT.

OWNERSHIP CATEGORY

CORPORATION - ORGANIZATION
 PARTNERSHIP - ORGANIZATION
 LLC - ORGANIZATION
 INDIVIDUAL - INDIVIDUAL

Contact Information

* Individual/Organization:
 Organization

* Name of Business: Work Phone:

DBA/Trade Name: Mobile Phone:

* E-mail: * Preferred Contact Method: --Select--

▼ Contact Addresses

Add Contact Address

To add a new contact address, click 'Add Contact Address'. To edit or remove a contact address, click 'Actions' needed.

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

Continue Clear Discard Changes

8. FILL OUT THE INFORMATION BELOW
PLEASE INCLUDE YOUR PHONE NUMBER

9. CLICK ON ADD CONTACT ADDRESS

Contact Address Information

10. FILL OUT THE BELOW INFORMATION

* Address Type:
--Select--
Business
Mailing

* Address Line 1:

Address Line 2:

Address Line 3:

* City: * State: * ZIP Code:

* Country/Region:

11. WHEN FINISHED WITH ADDING THE ADDRESSES, CLICK SAVE AND CLOSE

[Save and Close](#) [Save and Add Another](#) [Clear](#) [Discard Changes](#)

Contact Information

Organization

* Name of Business: Work Phone:

DBA/Trade Name: Mobile Phone:

* E-mail: * Preferred Contact Method:

▼ **Contact Addresses**

[Add Contact Address](#)

To add a new contact address, click 'Add Contact Address'. To edit or remove a contact address, click 'Action' needed.

Showing 0

Address type	Address	Action
No records found.		

12. CLICK CONTINUE

[Continue](#) [Clear](#) [Discard Changes](#)

► **Contact Addresses**

Add Contact Address

To add a new contact address, click 'Add Contact Address'. To edit an existing contact address, click 'Edit Contact Address'. To delete a contact address, click 'Delete Contact Address'. To add a new contact address, click 'Add Contact Address'. To edit an existing contact address, click 'Edit Contact Address'. To delete a contact address, click 'Delete Contact Address'.

Showing 1-1 of 1

Address Type	Address
Mailing	1001 E 9TH ST

Continue Registration »

13. VERIFY INFORMATION

14. IF INFORMATION IS CORRECT, CLICK CONTINUE REGISTRATION



 Your account has been created successfully. You can login immediately using your User Name and Password

Congratulations. You have successfully registered an account.

15. YOU SHOULD SEE THIS NOTIFICATION

s, Washoe & Douglas County

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

16. CLICK LOGIN



Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

17. LOGIN WITH YOUR USER NAME AND PASSWORD YOU CREATED

Home Building Business Licensing Enforcement Engineering Fire Health District Planning

Dashboard My Records My Account **18. CLICK HEALTH DISTRICT**

Home Building Business Licensing Enforcement Engineering Fire **Health District**

Create an Application by Agency **19. CLICK CREATE AN APPLICATION BY AGENCY** Search Applications

Select Services

 **Search**

- ▶ Short Term Rentals
- ▶ Building EZ - Commercial
- ▶ Building EZ - Residential
One- and Two- Family Dwelling Units Only
- ▶ Building
- ▶ Building - Over the Counter (OTC)
Select your OTC Permit here
- ▶ **Engineer** **20. CLICK ON THE ARROW NEXT TO HEALTH**
- ▶ Fire
- ▶ Health
- ▶ Licenses
Select all license types that pertain to your business
- ▶ Planning

Continue Application

▼ Health

- Washoe County - Air Quality Asbestos
- Washoe County - Air Quality Dust Control
- Washoe County - Air Quality Stationary Source
- Washoe County - Air Quality Woodstove
- Washoe County - Child Care Facility
- Washoe County - Cottage Food Operation
- Washoe County - Farm-to-Fork
- Washoe County - Food Illness Complaint
- Washoe County - Food Permit
- Washoe County - Food Permit Exemption
- Washoe County - Garbage Exemption
- Washoe County - Invasive Body
- Washoe County - Liquid Waste
- Washoe County - Mobile Home
- Washoe County - Public Accommodations
- Washoe County - Public Bathing Permit
- Washoe County - RV Dump Stations
- Washoe County - Schools Permit
- Washoe County - Underground Storage Tank Annual Permit
- Washoe County - Underground Storage Tank Construction (New Installation/Remodel/Upgrade)
- Washoe County - Underground Storage Tank Decommissioning
- Washoe County - Waste Generator Registration
- Washoe County - Waste Management
- Washoe County - Well Construction
- Complaint

21. CLICK ON THE CIRCLE NEXT TO WASHOE COUNTY – UNDERGROUND STORAGE TANK DECOMMISSIONING

▶ Licenses

Select all license types that pertain to your business

▶ Planning

▶ Other

22. CLICK ON CONTINUE APPLICATION

Continue Application

CONTINUED ON NEXT PAGE

*Street No.: Direction: --Select-- *Street Name: Street Type: --Select--

Unit Type: --Select--

23. **ONLY** FILL IN THE STREET NO. AND STREET NAME

City: State: --Select-- *Zip:

24. **CLICK SEARCH**

Parcel

*Parcel Number: **PARCEL NUMBER NOT REQUIRED**

Lot: Block: Subdivision: --Select--

Book: Page:

Tract: Legal Description:

Parcel Area:

Land Value: Improved Value: Exemption Value:

25. **CLICK CONTINUE APPLICATION**

26. ADD CONTACTS

Step 2: Contacts > Page 1

Applicant

APPLICANT SHOULD BE THE INDIVIDUAL THAT IS APPLYING

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

Facility Owner

FACILITY OWNER SHOULD BE THE FACILITY NAME AND THE ADDRESS SHOULD BE THE PHYSICAL ADDRESS WHERE THE UST IS LOCATED

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

Continue Application »

27. CLICK CONTINUE APPLICATION

CONTINUED ON NEXT PAGE

Step 3: Site Information > Page 1

Custom Fields

28. FILL IN THE INFORMATION REQUESTED

GENERAL INFORMATION

Facility ID Number:

WCHD ID:

Date of Proposed work:

MM/DD/YYYY



Licensed Certified Underground Tank Handler (UTH):

UTH No.:

Number of tanks at facility:

Permit Type:

--Select--

Continue Application »

29. CLICK CONTINUE APPLICATION

30. VERIFY ALL THE INFORMATION IS CORRECT (IF INCORRECT CLICK EDIT TO THE RIGHT OF THE SECTIONS YOU WANT TO CHANGE)

31. CLICK CONTINUE

32. THERE SHOULD BE A CONFIRMATION THAT YOU SUCCESSFULLY SUBMITTED YOUR APPLICATION

Confirmation



Your application(s) and/or complaint(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

33. ONCE THE APPLICATION IS REVIEWED, AN EMAIL WILL BE SENT NOTIFYING THE APPLICANT THE PERMIT FEES ARE READY TO BE PAID

34. TO PAY, LOGIN TO YOUR ACA ACCOUNT AND CLICK ON MY RECORDS ON THE HOME TAB

The screenshot shows the ACA website navigation menu with 'Home' circled in red. Below the menu, 'My Records' is also circled in red. A red box highlights step 35: '35. UNDER HEALTH DISTRICT, CLICK PAY FEES DUE NEXT TO THE PERMIT YOU APPLIED FOR'. Below this, 'Health District' is circled in red. A table of records is shown with columns: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, and Action. The first record is dated 10/14/2022 with record number H22-0006USTC. The 'Action' column for this record contains a blue link 'Pay Fees Due' which is circled in red.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
10/14/2022	H22-0006USTC	Underground Storage Tank Construction (New Installation/Remodel/Upgrade)					Pay Fees Due

36. CLICK CHECKOUT

Total amount to
Note: This does not include... be assessed later. Payments of \$100,000 or more cannot be made online at this time. Please call the jurisdiction below to complete payment. If you receive any error, or your payment does not go through on the first try, DO NOT try again. Failure to do so may result in multiple payments being made. Please call the jurisdiction of the record you are trying to pay for and they will verify/complete your payment.

Checkout »

Edit Cart »

Continue Shopping »

Review and Pay

Agency	Record ID	Type	Description	Amount
WASHOE_HEALTH	H22-0004USTD	Health/Underground Storage Tank/Decommissioning/Permit		\$3,696.00
				Subtotal \$3,696.00

37. CLICK PAYMENT TYPE: ECHECK OR CREDIT CARD

\$3696.00 + Choose a Payment Type

ECheck

or

Credit Card

Contact Details

38. FILL OUT THE REQUIRED INFORMATION

First Name*

Last Name*

Email*

asantos@washoecounty.us

Phone

ex. (123) 456-7890

Address Line 1*

Address Line 2

City*

State*

Zip*

Billing Details

Credit Card Number*

Expiration Date*

CCV*

ex. 9999999999

39. CHECK THE BOX IF YOU AGREE WITH THE STATEMENT

999

Name On Card*

Zip / Postal*

40. CLICK PAY NOW

I understand and accept that my Credit Card will be individually charged for each line item above and I may incur a non-refundable convenience fee.

Pay \$4443.00 Now

Cancel

41. APPLICATION SUBMITTAL IS COMPLETE